



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<b><u>Date:</u></b> 4-11-17	<b><u>Interviewer:</u></b> Mohammed Cato	<b>RFA #17 – 33</b>
<b><u>Name of Person(s) Requesting Assistance:</u></b>		
<b><u>Contact Numbers (telephone, e-mail, etc.):</u></b> "M"		
<b><u>Status of Person(s) Interviewed (title, position, student status, etc.):</u></b> Student		
<b><u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u></b> Unidentified		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female x    Administrator ☐    Faculty ☐    Staff ☐    Student x  
 Concern Regarding:    Male ☐ Female ☐    Administrator ☐    Faculty x    Staff ☐    Student ☐

**Category:** *(Please check at least one)*

- |  |  |   |  |  |
|--|--|---|--|--|
| <input type="checkbox"/> Age                           | <input type="checkbox"/> Color             | <input type="checkbox"/> Creed              | <input checked="" type="checkbox"/> Disability | <input type="checkbox"/> Veteran Status      |
| <input type="checkbox"/> Marital Status                | <input type="checkbox"/> National Origin   | <input type="checkbox"/> Race               | <input type="checkbox"/> Religion              | <input type="checkbox"/> Retaliation         |
| <input type="checkbox"/> Sex/Gender                    | <input type="checkbox"/> Sexual Harassment | <input type="checkbox"/> Sexual Orientation | <input type="checkbox"/> Employment            | <input type="checkbox"/> Genetic Information |
| <input type="checkbox"/> Gender Identity or Expression |  |   |  |  |

Time Line		
Date	Item	Comments
4-11-17	"M" calls the EO Office and would like to schedule an apt with MC	The student refers to herself as "M" because she wants to remain anonymous.
4-12-17	"M" calls the office again and leaves a number	
4-12-17	MC calls M and schedules an appointment	
4-14-17	Meeting with M	MC explains the Discrimination Complaint Procedure including differences between the informal and formal process. MC also discusses the Office's limits on confidentiality (including the Public Records Act) and the prohibition against retaliation, as well as resources and reporting options. M shares that she has a disability and that it prevented her from registering with DRS for reasonable accommodations. She says that she informed a professor that she has a federally recognized disability but did not give the professor any

		documentation and did not use DRS. Despite a lack of documentation, the professor worked with the student and allowed her to submit a draft of a paper late. M also waited until the deadline had passed before informing the professor that her final paper was going to be late. Although the syllabus indicates that students must give advance notice when submitting a late paper, the professor allowed M to submit her final paper 5 days after the deadline, informing her that she would be deducted points for turning it in late. M believes that since the professor was aware that she had a disability, then the professor should have given her an extension without deducting points. MC explains that in order to receive reasonable accommodations such as extended deadlines for assignments, a student must register with DRS. M says that her disability prevented her, at the time, from registering with DRS. MC says that M will need to get documentation of her disability and work with DRS for reasonable accommodations. M wants to know if she can retroactively use her accommodations. MC responds that she will need to talk to DRS for the answer but that he will talk to David Brunnemer.
4-21-17	Meeting w David Brunnemer	David confirms that a student must register with DRS to receive official reasonable accommodations for class. David also confirms that DRS will need to review the documentation in regards to retroactive grading.
4-26-17	MC calls M	
4-26-17	M leaves MC a voicemail	
4-27-17	MC calls M	MC shares his conversation with David to M. M understands that she must register with DRS to receive reasonable accommodations and that DRS is the best office to answer whether or not her grades can be changed retroactively. M thanks MC for his efforts and says that she now understands where she needs to go and will think about how she wants to proceed.